



Women's Pioneer Housing Legionella Policy

Title	Legionella Policy
Issue Date	28 November 2018
Effective date	1 December 2018
Document Owner	Roger Barton
Post of Document Owner	Asset Manager
Date approved by Board	28 November 2018
Version number	1.0
Date of next review	November 2020

1. Introduction

- 1.1 Legionella is a bacterium that can cause Legionnaires' disease, a potentially fatal form of pneumonia, when water contaminated with Legionella is inhaled in tiny droplets of water.
- 1.2 WPH recognises the importance of protecting all of its residents, employees, contractors and others affected by its work activities from the risk from Legionella.
- 1.3 WPH is committed to achieving compliance with all of its statutory, regulatory and other responsibilities associated with Legionella control.

2. Purpose

- 2.1 The purpose of this policy is to ensure that WPH;
 - Complies with its legal duties relating to water system safety
 - Takes reasonable steps to prevent the development and spread of Legionella in the water systems for which it is responsible
 - Protects its residents, employees, contractors and others affected by its works activities, from the ill health associated with Legionella
- 2.2 This policy forms part of a suite of Health and Safety policies and procedures that reduces the risk of harm to residents, visitors, staff and contractors, working and living within WPH properties. This policy helps to achieve Corporate Plan Objective 1 'Providing high quality homes and services'.

3. Scope

- 3.1 This policy applies to all properties owned and managed by Women's Pioneer Housing and Women's Pioneer Homes. It does not include Leasehold properties unless the water is supplied from a communal system.

4. Legislation/Regulation

4.1 The key legislation relating to water safety is as follows:

- Management of Health and Safety at Work regulations 1999
- Workplace (Health, Safety & Welfare) Regulations 1992
- Control of Substances Hazardous to Health Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Water Supply (Water Fittings) Regulations 1999

4.2 In addition, The Health and Safety Executive (HSE) have prepared a guidance document:

- Health and Safety Executive Approved Code of Practice and Guidance L8. “Legionnaires’ Disease: The Control of Legionella Bacteria in Water Systems”

5. Responsibilities

5.1 Under the Health and Safety legislation, organisations are required to identify a structure of responsibilities for health and safety activities. At WPH the responsibilities are as follows:

- Duty Holder – Chief Executive
- Responsible Person – Director of Property and Estate Services
- Deputy responsibility – Asset Manager
- Leaseholders are responsible for the quality of the water systems within their flats unless it is connected to a communal system. We will remind leaseholders of this responsibility.

6. The Policy

6.1 WPH will:

- Arrange for Legionella Risk Assessments (LRA’s) to be carried out by a competent person, to all WPH properties with a communal water system, at intervals no greater than 2 years.
- Appoint a UKAS accredited laboratory to carry out tests on any water samples taken.
- Carry out any remedial works that are identified by the LRA within the timescale required.
- Prepare a suitable management plan to cover all buildings.
- Keep the water systems in good condition by carrying out appropriate maintenance and monitoring.
- Maintain suitable records and review periodically.
- Appoint responsible people to manage the risk.
- Prepare reports on a regular basis to SMT and Board.
- Record performance against appropriate KPI’s.

- 6.2 When major works are being carried out within a flat or communal area, consideration will be given to removing any cold-water storage tanks and converting the system to mains pressure.
- 6.3 WPH will only use Contractors to carry out work on water systems who are suitably qualified and experienced in identifying risks associated with legionella bacteria and we will encourage membership of the Legionella Control Association.
- 6.3 All void flats and any water outlets that are little used, will be flushed on a weekly basis to reduce the risk of a build-up of legionella bacteria.
- 6.4 Where communal showers are provided, these will be cleaned thoroughly on a quarterly basis.
- 6.5 Hot water will be stored at a temperature not less than 60 degrees centigrade on communal systems. Cold water will be stored at a temperature less than 20 degrees centigrade in communal systems.
- 6.6 WPH will create a register of all buildings requiring an LRA. An asset register will also be created to identify equipment and components requiring regular maintenance to reduce the risk of Legionella.
- 6.7 Legionella awareness training will be provided to all staff who have specific or general duties relating to health and safety within WPH buildings.

7. Contact officer

- 7.1 For any further information or queries relating to this policy, please contact:

Name: Roger Barton
Job title: Asset Manager
Email: Roger.barton@womenspioneer.co.uk